

**FIRE PROTECTION POLICY BOARD  
WORK SESSION  
July 28, 2004  
General Administration Building  
Olympia, WA**

**Board Members Present:** Sharon Colby-Chair, TJ Nedrow, Jim Broman, Buck Lane, Jennifer Gregerson

**Committees:** Dave Wakefield, Chair State Fire Defense Committee

**WSP Staff Present:** Steve Kalmbach Ellen Tombleson, Dan Johnson, Chuck King and Anjela Foster

**Guests:** Bob Barnard, Joan Miller and Ray Maddox

**OPENING**

Sharon opened the meeting at approximately 9:00

**REPORTS**

***State Fire Marshal's Office –***

Assistant State Fire Marshals Steve Kalmbach provided an overview of the activities and success of the National Governor's Association held in Seattle earlier in the month. He also provided a handout and overview of the Bureau's organizational chart, highlighting vacancies and recent hires. He also explained that the Assistant State Fire Marshal position in the Enforcement, Regulation and Inspection Division will be held open until the State Fire Marshal has been named, to allow them to be involved in the hiring and selection of this position. Steve also advised that Ron Bowen, Deputy State Fire Marshal (Mobilization Responder Readiness Division) has been diagnosed with a malignant germ cell tumor and will beginning chemotherapy treatment immediately.

Anjela Foster distributed a copy of the *2003 Fire in Washington Report*, and advised there are now 344 fire departments/districts reporting, which is a 26% increase from 2002. This number indicates that there is 64% of the fire service now reporting. Anjela advised that she will be sending out a press release to advise that the report is posted on the bureau's webpage.

***Executive Search Services-***

Judith Brighton, from Department of Personnel - Executive Search Services provided an update on the State Fire Marshal recruitment, and provided the following timeline:

Job announcement finalized	July 2, 2004
Recruitment opens	July 2, 2004
Candidate assessment	Ongoing
Networking ends (case closes)	September 3, 2004
Presentation of Candidates to Client	September 15, 2004
Interviews	Week of September 27, 2004
Decision(s) on finalists	By October 1, 2004
Backgrounds/reference checks completed	By October 15, 2004
Start Date	To be negotiated

Judith advised that currently there are 8 candidates, and also provided an overview of the supplemental form for qualified candidate information, and asked that any additions/changes to this form be sent to her. Jim Broman requested that a section be added that would demonstrate the

candidate's experience with legislative bodies, and specify at what level their experience was at. He also suggested that a section be added advising that the configuration of the Bureau includes staff that are centrally located and remotely located statewide and ask what tools, techniques and experience they would call on to pull all of these resources into a team effort.

### ***Training Advisory Committee***

Bob Barnard provided an overview of the Training Advisory Committee, detailing the original intent in the formation of this committee, along with the process for selecting committee members. Bob advised that the group has met twice, and has developed the following:

*Vision Statement* – That statewide training and education for all the fire service will be available and commensurate with those duties and functions fire protection personnel are expected to perform.

### ***Guiding Principles-***

- \* To align with WSP-Fire Protection Bureau Strategic Goals and Objectives where applicable.
- \* To identify inconsistencies, strengths and weaknesses, duplication and gaps in fire service training communication.
- \* To account to the diversity of training needs within Washington State's fire service by defining alternative standards for local adoption.

### ***Mission-***

It is the mission of the Fire Protection Policy Board's Training Committee to define, recommend and provide an ongoing evaluation by way of a "roadmap" to the delivery and evaluation of the available training in the state of Washington for all fire service interests.

### ***Objectives***

- \* Identify inconsistencies, inefficiencies, strengths and weaknesses, duplication and gaps in fire service training.
- \* Develop and recommend a professional development path for all levels of fire service to select from based on need.

During a discussion on the identification of Committee Chair, Sharon called for an Executive Session to convene for 30 minutes.

Following the Executive Session, Sharon named Eric Quitsland as Committee Chair and advised if he felt the need for a co-chair, he should select someone from the committee. Bob Barnard agreed to continue to serve as a resource to the committee, to be called on when needed.

Jim Broman advised that he feels the Committee should continue to encourage a representative from the Washington State Council of Firefighters to participate on the Committee.

Chief Porter joined the meeting and reaffirmed his commitment for a partnership with the Board, especially in the recruitment and hiring process of the State Fire Marshal position. Sharon thanked Chief Porter for his support of the Fire Protection Policy Board and the Fire Protection Bureau.

### ***Basic Firefighter Training Program-***

Chuck King provided an overview of reimbursement and participation of the Basic Firefighter Training Program. He also provided locations for presentations he has made to market the program, and a breakdown of hours of completed contracts, by module. Chuck called attention to the fact that of the 535 fire departments, 13 submitted applications for the first time in June, taking the total participating departments up to 323. 12 of the 13 departments are volunteer departments. Chuck also advised that

the new application is currently being reviewed by the Attorney General's Office, and the Program Manual is currently being revised. TJ Nedrow thanked Chuck and Rob Neale for their participation at the Washington Fire Fighters Association Conference in Wenatchee earlier in the month.

### ***Fire Training Academy –***

Rob Neale provided an overview of his background within the Washington State fire service and at the National Fire Academy and the following activities at the Fire Training Academy:

- ✧ 2005-07 Capital Projects - Rob advised that the 5 capital Projects for 2005-07 are for FTA improvements, and includes the following projects (General Fund)
  - Minor Works \$ 495,000
    - Infrastructure replacement
    - Burn building repairs
    - SCBA compressor relocations
    - Access road preservation
  - Sanitary sewer construction \$3,000,000
  - Dormitory design and construction \$2,900,000
- ✧ Facility Inspections – Rob advised that they are implementing a process to conduct daily safety and operational checks and quarterly preventive maintenance checks. Director of Facility Operations, Ned Teodorovic is surveying the site and creating a “deficit inventory” for repair and maintenance prioritization.
- ✧ Firefighter Census – Rob has obtained lists of firefighters from the Washington State Council of Firefighters and the Board of Volunteer Fire Fighters. He hopes to have a breakdown available by next week that will detail the number of career/volunteer firefighters by Fire Protection Bureau regions, and by city, district, county and by agency that can be used in the Fire Training Academy's marketing efforts and to track where their market is.
- ✧ ARFF Repairs – Rob provided an overview of the recycled water/foam process. It is estimated that it may cost up to \$100,000 to repair the equipment that is used to eliminate the foam from the water. Work continues on a strategy to address the issue of clarifying the recycled water.
- ✧ Development of Plans – Rob advised that a long term plan is being developed for facility and equipment maintenance, and an Operating and Business Improvement Plan is being developed to analyze business practices and identify alternative operating methods.
- ✧ Training Props – Rob advised that Chief of Instruction, Frank Garza, is working with Regional Fire Investigation Councils to identify and develop potential training props. Frank is also performing an analysis of the existing and proposed training props to establish maximum daily census. Vocational Education Specialist, Shane Hughes, is expanding the marine fire fighting prop to increase challenge and realism. The burn building is currently shut down for refractory repairs.
- ✧ Recruit Training Academy – Class 2004-02 graduated in mid-July. This brings the number of year to date graduates to 56.

Sharon thanked Rob for his work in addressing the challenges involved with the FTA, and offered the Board's support of his efforts. She also pointed out that there are RCWs that apply directly to the Board in regard to the Fire Training Academy. RCW 43.43.934 states that the Fire Protection Policy

Board shall "*Develop and adopt a master plan for constructing, equipping, maintaining, and operating necessary fire service training and education facilities subject to the provisions of chapter [43.19](#) RCW.*"

Following discussion it was agreed that it would be beneficial, especially to the new Board members, to hold a future meeting or work session at the Fire Training Academy.

Jim Broman advised that he appreciated Rob's update on FTA activities and requested that future reports focus on the FTA business plan. Rob advised that he would continue to attend Board meetings and work sessions, as his schedule allows.

#### ***Annual Report –***

Ellen distributed copies of the first draft of the Board's Annual Report, and requested that those members, who have not yet submitted their updated biographies, email them to her prior to the August 25 meeting, in order to provide an updated draft at the August meeting. In discussion on the development of the section that identifies 2003 highlights, it was suggested that as Mark Kahley developed this section in last year's report, that he be contacted to see if he would be willing to prepare the 2003 highlights for the report. Jim Broman re-counted the Board's activities in 2003 and suggested that some of the highlights that should be showcased include the work in the Basic Firefighter Training Program, Mobilization and the Professional Development Summit. Sharon requested that Ellen send an email to Mark requesting that he draft the 2003 highlights section.

#### ***Board Logo –***

In discussion on the development of the Annual report, Jim Broman brought up the suggestion of having a logo developed for the Fire Protection Policy Board, which could be used on reports, stationary, policy documents and other publications. Jim advised that although the WSP logo is on these types of documents, he feels it would be beneficial for the Board to have their own logo that visually connects them to fire services. Anjela Foster advised that she would research state policy and other Boards and Commissions to see what type of logos they may be using. Jennifer advised she does graphic design and offered to do some work in developing possible logos that would be unique to the Policy Board.

#### ***Newsletter –***

Anjela advised that the State Fire Marshal's Office published their first newsletter in May, and are now exploring the possibility of having the newsletter published on a quarterly basis. It was suggested that the next edition include an article from the Policy Board that would include historical information, and the mission and purpose of the Board. Anjela suggested that bullet items could be developed from meeting minutes showing what the Board is currently involved in. Sharon felt this method should be used as a backup to having an article written. Board members were asked to give this some thought and provide ideas on possible newsletter topics at the next meeting.

#### ***Board of Volunteer Firefighters Update and Information-***

Jim Broman provided background and an overview of the evolution of the issues regarding volunteer death and disability coverage. Jim explained that the concern which has surfaced primarily from fire mobilizations is whether volunteer firefighters are appropriately covered for death and disability when they are involved in a mobilization incident. Jim also explained that this does not seem to be an issue for career firefighters, as they are covered throughout, because of their LEOFF pension coverages and coverage provided by Labor and Industries, they are always employees of their home agency. Dan Johnson developed and reviewed a comparison of benefits and coverages provided by the Department of Labor and Industries (through WSP) and the Board for Volunteer Firefighters. Dan Johnson and Dave Wakefield will explore the possibility of adding this information to the Mobilization Plan and will work on preparing an informational package to be distributed to all fire chiefs and fire

commissioners in the state. Anjela Foster also suggested that this information be added to the Webpage.

### ***Mobilization Update –***

As Joe Coultsman was unable to attend the meeting, he submitted a letter which Sharon distributed and reviewed with the Board. Joe's letter was written on the Washington State Council of Firefighter's reaction to the recent changes to Chapter 14 of the Mobilization Plan. Joe advised that the general consensus of the career firefighters stated at the Washington State Council of Fire Fighters Convention, held in June of 2004 in Tacoma was that most of the fire districts that will be responding to any wildland mobilization for the 2004 summer fire season, and subsequent seasons, have a bargaining agreement with their municipality. Any "across the board" reduction in compensation during times spent at "base camp", while not actually engaged in firefighting efforts", seriously undermines pre-existing bargaining agreements, and that therefore, the Fire Protection Policy Board must reverse this decision, and leave it up to the individual fire jurisdictions that are requesting assistance in a fire mobilization or all-risk event.

Jim Broman stated that he does understand the State Council's reaction, but does not concur that the mobilization plan creates any across the board reduction in established bargaining unit contract compensation, nor does it undermine pre-existing bargaining agreements. As an example, Jim explained that he has a bargaining agreement with his labor group. If they are assigned to work outside of their home jurisdiction (participate in a mobilization), they will be compensated in accordance with the bargaining agreement - - the mobilization plan specifies how much of the expenses for the assignment will be reimbursed. If he is not able to be reimbursed for all the costs he contractually must pay, he can choose to bear the additional cost or not send the personnel. Based on this, he does not feel that Mobilization Plan, or the Policy Board decision undermines any bargaining agreement. Jim further explained that although he realizes there may be a difference of opinion on this and there may be people who are upset about it, he does not believe that in good conscience, as fiscally responsible public safety officials, that the public should be obligated to pay for non-work time. Sharon added that based on conversations she has around the state, she feels there are just as many people, or more, who are happy with the decision that has been made, as there are people who are unhappy with the decision. She further stated that as the decision was initially made based on the judgment of the State Fire Defense Committee, and agreed to by the Policy Board, that at this time personally, she does not see any reason to reverse the decision. In further discussion it was agreed that as today's meeting was a work session, and not a regular business meeting, that the soonest this could be acted upon was at the August 25, 2004 regular meeting. It was agreed that this item will be placed on the agenda for the August 25, 2004 meeting. Dave Wakefield, Chair of the State Fire Defense Committee advised that there may be a potential for limited resources, as he has received letters from some Chiefs and county associations advising that they will not be providing any resources. Dave advised that his response is to suggest that they review the request for how it would apply to them, and review the changes made in Section 14 of the Mobilization Plan.

### ***Mobilization Update, Sections 1-20***

Sharon thanked the State Fire Defense Committee for all their effort in producing updated information on the Mobilization Plan. As the updates were provided to the Board on an on-going basis, there were no additional questions regarding Plan updates. Dave advised that the SFDC is currently on schedule for having the Mobilization Plan reviewed, approved, printed and distributed. The Board will take final action on approving the Mobilization Plan at their November meeting.

### ***Other Business-***

In discussion regarding RCW 43.43.934 which addresses the Policy Board being responsible to adopt minimum standards for each level of responsibility among personnel, Jim Broman stated that he feels adopting a policy for minimum standards is a safety issue for personnel and a quality of service issue

for the citizens of our state. Jim further stated that he would like to see this as a policy issue for the Policy Board to address in the upcoming year, and envisions a thorough, open discussion on the issue, which would provide a mechanism for a decision to be based on sound research and dialogue. TJ also advocated that this needs to be addressed as a safety issue. He feels the Board has an obligation, as there is an expectation of the public that when the fire service arrives on the scene, that they possess a minimum level of training. It was agreed that this issue be placed on the August agenda for discussion.

In discussion on having a presentation of the WSP Strategic Plan made to the Board, Anjela Foster advised that the Fire Protection Bureau is currently in the process of re-writing and updating their goals. The Bureau's revised plan will be forwarded to the Board when it is completed, and a presentation on the Strategic Plan scheduled for a future meeting.

Meeting adjourned at approximately 12:50

**Next Meeting**

August 25, 2004 – 9:00

General Administration Building - WSP HQ Conference Room

Approved:

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Sharon Colby, FPPB Chair

(Date)